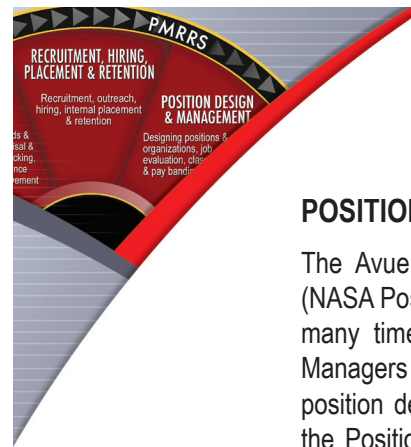


## NOTES:



## NASA QUICK REFERENCE GUIDE FOR ADS/PDM

### POSITION MANAGEMENT MODULE:

The Avue Digital Services Position Management Module, (NASA Position Description Management, (PDM)) automates many time-consuming steps in the classification process. Managers can create a document package that includes a position description, and an evaluation statement. Because the Position Management Module is accessible through an Internet browser, a Manager or HR Specialist can complete the classification process quickly and efficiently from anywhere, anytime. This Quick Reference Guide will help you navigate through the Classification Module to access the information noted above as well as much more.

To build a position description for a single grade position, see ***“To Create and Edit a Regular Position Description (PD)”*** below. To create a career ladder, supervisory, team lead, interdisciplinary, or research position, see ***“Create a Specialized Position.”***

### TO CREATE AND EDIT A REGULAR POSITION DESCRIPTION (PD)

1. Click **CREATE A POSITION** from the **CLASSIFICATION** Menu. **NOTE:** You **MUST** complete Steps 1 through Step 12 before exiting ADS, or your work will not be saved.
2. Choose a Job Category, enter up to five specific series, or enter a NASA Classification Code (max. of five).
3. Click on a Pay Plan and Grade. **NOTE:** If you want to review duties for more than one grade, hold down

TO CREATE AND EDIT  
A REGULAR POSITION  
DESCRIPTION (PD) 01

CREATE A SPECIALIZED  
POSITION 03

TO BUILD A TEAM LEAD  
POSITION 05

TO BUILD A  
SUPERVISORY-LEVEL  
PD 06

TO CREATE AN  
INTERDISCIPLINARY  
POSITION 07

TO CREATE A RESEARCH  
POSITION 07

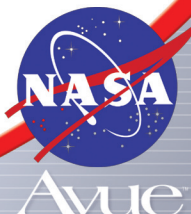
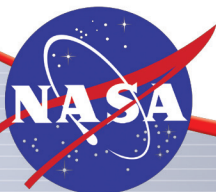
TO SAVE A POSITION  
FILE AS ANOTHER NAME  
AND/OR SAVE A FILE  
INTO ANOTHER USER'S  
ACCOUNT 08

TO VIEW, EDIT OR  
DELETE SAVED PD FILES  
08

TO EDIT AN EXISTING  
DOCUMENT 08

TO ACCESS AN AGENCY  
POSITION FILE 09

TO VIEW A POSITION  
FILE OF AN ASSOCIATED  
USER 10



4. If you are starting with a broad job category, you can further refine the number of duty areas from which you will be choosing by clicking **I WANT TO USE JOB TITLES IN MY SEARCH**. This is an optional but useful step. If you do not want to use job titles, go now to step 5. Otherwise, click **SEARCH FOR DUTIES**. You will see one new text box for every job category you selected. Click the Job Titles you desire. **NOTE:** If you are selecting more than one title, hold down the “**Ctrl**” button on your keyboard while you click your choices.
5. Click **SEARCH FOR DUTIES**. Check all the duties that you want to view and then click **DISPLAY DUTIES IN SELECTED MDAS**.
6. Select all duties that you wish to include in the PD and then click **ADD DUTIES TO POSITION**. Note: Text in ***black bold italics*** is grade controlling and cannot be edited once the PD is built. All other text in the duty can be edited once the PD is built
7. Make sure all duties you wish to include are listed on the screen. **NOTE:** Your selections will no longer have check marks in front of them. If all duties are included, click **CLASSIFY THIS POSITION**. If not, click **REMOVE SELECTED DUTIES** or **SEARCH FOR ADDITIONAL DUTIES** to modify.
8. Enter the approximate percent of time that will be spent in each duty area. **NOTE:** You do not have to allot 100% of time.
9. Click **CLASSIFY**. Your screen will “flash” then regenerate with all information entered for the position. If you have created a position that could be described by more than one series or title, a pop-up dialogue box will appear listing options for the position title. Choose the desired option and click **SELECT**.
10. If you agree with the resulting classification at the bottom of the screen, click **SAVE POSITION**. If you do not agree, go back to Steps 8 and 9 and make adjustments. If you want to cancel the action and return to the **CLASSIFICATION MAIN MENU**, click on **CANCEL**. **NOTE:** Your position file will not be saved if you **CANCEL**.
11. Enter a file name. This will be the name you search for in the future, whenever you wish to access the position file in the future. Use numbers and letters only (spaces are allowed). Max of 30 characters.
12. Click **SAVE POSITION FILE**. A screen will appear to verify that your document package has been created.

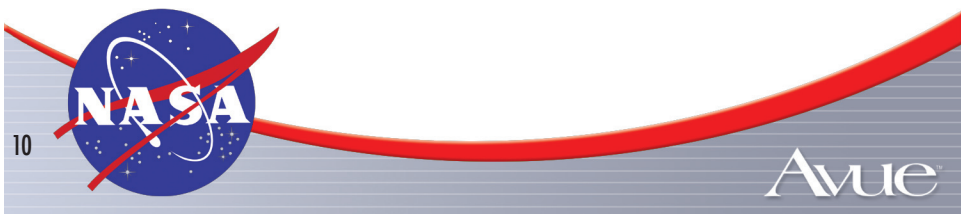
## TO VIEW A POSITION FILE OF AN ASSOCIATED USER

This feature allows users to view the position files of other users for cases in which official duties require such a review (you are the supervisor of the user, etc). The association of user to user for this purpose is strictly controlled and is established only by your Human Resources Office. If you need to have other users associated to you, contact your HR Specialist.

1. Click on **SEARCH FOR POSITION FILES** from the Classification Main Menu.
2. On the next screen you will see a list of users that are associated to you in the box labeled **ALL ASSOCIATED USERS**. Click on the **LAST NAME** of the user. If you wish to view the files of all users associated to you, check the box next to **ALL ASSOCIATED USERS**.
3. You may also further refine your search by filling in information in any of the other blocks on the screen (series, grade, title, etc.).
4. Click **SUBMIT** at the bottom of the screen.
5. All PDs that meet your search criteria will appear on the screen. The name of the owner of the file will appear in the right hand column.
6. You may make edits to the PD. The original owner of the file will see any edits that you make when he/she next views the file.

DIGITAL SERVICES

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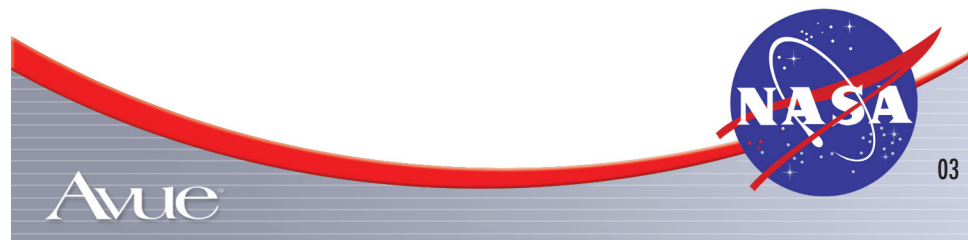


13. The information for the position you just classified will appear. Click the links on the left side menu to access other elements associated with this position. For example, to view the position description, click **POSITION DESCRIPTION**.
14. If you update any data on the Position Information screen, you must click **SAVE** at the bottom of the screen for the information to update. Position Information page serves as a cover sheet for the PD and it populates the "Introductory Statement" portion of the PD.
15. To add "**OTHER SIGNIFICANT FACTS**" to the PD and/or Vacancy Announcement, click on the applicable elements at the bottom of the Position Information screen. Click **SAVE** at the bottom of the screen and the selected items will be added to the PD and/or Vacancy Announcement.
17. To revise the duties or percentages of time in your PD click **MODIFY POSITION** from the left side menu. This will return you to your list of major duties.
18. To revise the verbiage of existing duties in your PD (or in any document), click on the name of the document from the left menu. Click **EDIT DOCUMENT** at the bottom of your screen. Click in the text box for the verbiage that you want to edit. Make your edits (additions or deletions of text). When you have made all edits, you **MUST** click **SAVE** at the bottom of the screen. Your screen will return to the full screen view of the document.

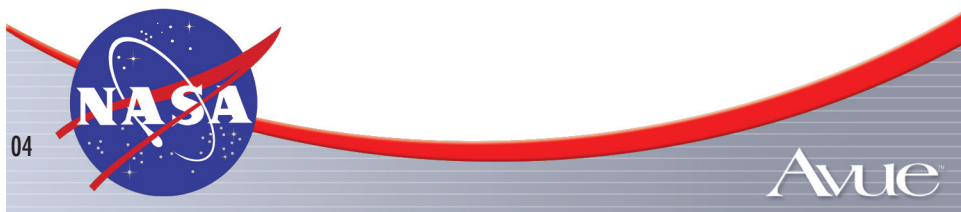
## CREATE A SPECIALIZED POSITION

### TO CREATE A CAREER LADDER POSITION:

1. Click **CREATE A SPECIALIZED POSITION** from the Classification Menu. Select **I WANT TO CREATE A CAREER LADDER POSITION**. If you want to include grade 5 and/or 7 trainee positions in the ladder, select **I WANT TO CREATE A TRAINEE POSITION**. Select either GS or Federal Wage System (FWS) at the bottom of the screen, and then click **CONTINUE**.
2. Choose a Job Category or enter a specific series, or enter a NASA Classification Code (max. of five). If you are starting with a broad job category and are not searching by series, you can further refine the number of duty areas from which you will be choosing by clicking **I WANT TO USE JOB TITLES IN MY SEARCH**. *This is an optional but useful step.*
3. Click on a Pay Plan and then hold down the "Ctrl" button and select **all grades** you want included in the career ladder.



4. Click **SEARCH FOR DUTIES**. Check all the duties that you want to view and then click **DISPLAY DUTIES IN SELECTED MDAS**.
5. Select all duties that you wish to include in the PD and then click **ADD DUTIES TO POSITION**. **NOTE:** Text in ***black bold italics*** is grade controlling and cannot be edited once the PD is built. All other text in the duty can be edited once the PD is built.
6. Make sure all duties you wish to include are listed on the screen. **NOTE:** Your selections will no longer have check marks in front of them. *If all duties are included*, click **CLASSIFY THIS POSITION**. *If not*, click **REMOVE SELECTED DUTIES** or **SEARCH FOR ADDITIONAL DUTIES** to modify.
7. Enter the approximate percent of time that will be spent in each duty area. **NOTE:** You do not have to allot 100% of time.
8. Click **CLASSIFY**. Your screen will “flash” then regenerate with all information entered for the position. If you have created a position that could be described by more than one series or title, a pop-up dialogue box will appear listing options for the position title. Choose the desired option and click **SELECT**.
9. If you agree with the resulting classification at the bottom of the screen, click **SAVE POSITION**. If you do not agree, go back to Steps 8 and 9 and make adjustments. If you want to cancel the action and return to the **CLASSIFICATION MAIN MENU**, click on **CANCEL**. **Note:** Your position file will not be saved if you **CANCEL**.
10. Enter a file name. This will be the name you search for in the future, whenever you wish to access the position file in the future. Use numbers and letters only (spaces are allowed). Max of 30 characters.
11. Enter a File Name and click **SAVE POSITION FILE**.
12. The **POSITION INFORMATION** screen will appear for all grades in the ladder. Any updates to this **POSITION INFORMATION** screen will update for all grades in the ladder. Each of the grades included in the ladder will be listed in the left side menu. If you want to make edits to the documents from any of the individual grades in the ladder, click **GRADE (X) DOCUMENTS** to access the position file documents for that grade. All the elements associated with this file will now appear in an expanded menu.
13. To change the percentage of time for duties or add/remove duties in a particular grade, from the menu options on the left side of the screen, click **MODIFY POSITION**.
14. Click **REMOVE SELECTED DUTIES**, **SEARCH FOR ADDITIONAL DUTIES**, or **CLASSIFY THIS POSITION** at the bottom of the screen. If **CLASSIFY THIS POSITION** is selected, the **POSITION CLASSIFICATION** screen will appear. You can change the percentages of time. **NOTE:** The total percentages cannot be



## TO EDIT AN EXISTING DOCUMENT

Below is guidance on editing various documents in an ADS position file.

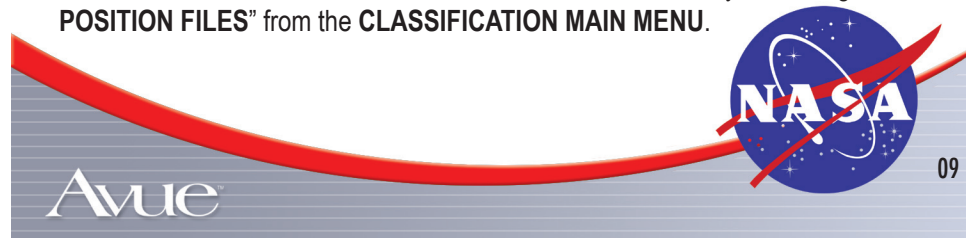
**POSITION INFORMATION SCREEN AND OTHER SIGNIFICANT FACTS** - Enter changes in the appropriate blocks on the Position Information Screen. Click on the Other Significant Fact elements that you want to add to the PD and/or Vacancy Announcement. To de-select an item, hold down the control key and click on the item. After all changes are made, click **SAVE** at the bottom of the screen.

**POSITION DESCRIPTION** – Display the PD on the screen. Click **EDIT DOCUMENT** at the bottom of your screen. Click in the text box for the verbiage that you want to edit. Make your edits (additions or deletions of text). You may paste in text from another document. When you have made all edits, you **MUST** click **SAVE** at the bottom of the screen. Your screen will return to the full screen view of the document.

## TO ACCESS AN AGENCY POSITION FILE

Agency Position Files are completed Position Descriptions that have been approved by HR and are available for managers to use for other classification or staffing actions. The files are “Read Only”; however, the user can save a copy into his/her own account and make edits and modifications to the file for use as another PD.

1. Click on **AGENCY POSITION FILES** from the **CLASSIFICATION MAIN MENU**.
2. A search screen will appear that allows you to search for Position Descriptions by any of the criteria on the screen (title, series, file name, etc).
3. If you wish to view all of the Agency Position files, click on **VIEW ALL AGENCY POSITION FILES** at the top of the screen.
4. Once you have entered all of your search criteria, click on **SUBMIT** at the bottom of the screen. The files that meet your search criteria will then appear on the screen. Click on the name of the file to view it.
5. You cannot make any changes to the “**AGENCY POSITION FILE**” unless you first save a copy of the file into your user account. To do this, open the position file (click on the file name) and select **SAVE TO ANOTHER FILE** from the left side menu.
6. Enter a file name, and then click on **USER PICK LIST** to select a user account in which to save the file.
7. Click on **SAVE POSITION FILE**. The file can now be viewed by accessing “**MY POSITION FILES**” from the **CLASSIFICATION MAIN MENU**.





4. Refer to steps 6 through 18 under “**CREATE A REGULAR POSITION.**” **NOTE:** You will not be allowed to **MODIFY** an **INTERDISCIPLINARY POSITION**.

## TO CREATE A RESEARCH POSITION

1. Select **CREATE A SPECIALIZED POSITION** from the Classification Menu. Select **I WANT TO CREATE A RESEARCH POSITION** and then click **CONTINUE**.
2. Select the level (only one selection per category) at which each research category will be performed, and then click **CONTINUE**.
3. Based on the selections, the grade of the research position will appear.
4. Refer to steps 2 through 18 under “**CREATE A REGULAR POSITION.**”

## TO SAVE A POSITION FILE AS ANOTHER NAME AND/OR SAVE A FILE INTO ANOTHER USER’S ACCOUNT

1. Open an existing position file.
2. From the left side menu, click on **SAVE TO ANOTHER FILE**.
3. Enter a new file name, and then click on **USER PICK LIST** to select a user account in which to save the file. The account can be your own or that of another user (your user account will always be the default).
4. Click on **SAVE POSITION FILE**.
5. The file can now be viewed by accessing “**MY POSITION FILES**” from the **CLASSIFICATION MAIN MENU**.

## TO VIEW, EDIT OR DELETE SAVED PD FILES

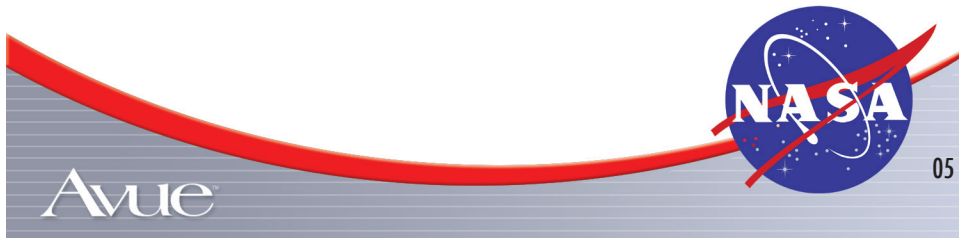
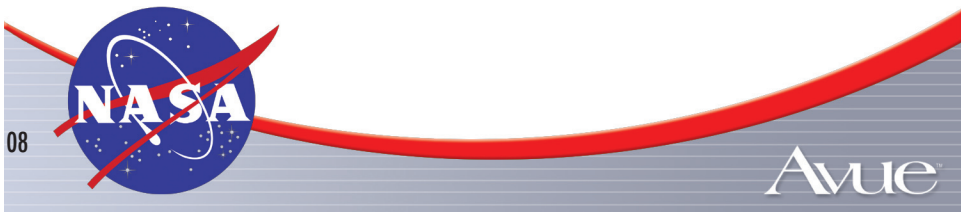
1. Click **MY POSITION FILES** from the Main Menu.
2. Click the **FILE NAME** of the position file that you wish to view, **or** you can search for files by pay plan, grade, series, position title, or file name. To initiate the search, click on **SUBMIT**.
3. To *edit* the PD file, refer to “**TO EDIT AN EXISTING DOCUMENT**” below.
4. To *delete* a PD file, go back to **MY POSITION FILES**. Check the box on the right hand side of the screen next to the position you wish to delete. Click **DELETE CHECKED POSITION FILES**.

greater than 100. Click **CLASSIFY**. The screen will “flash” then regenerate with all information entered for the position. If you have created a position that could be described by more than one series or title, a pop-up dialogue box will appear listing all the options. Choose the desired option and click **SELECT**.

15. If you agree with the resulting classification, click either **SAVE NEW POSITION** or **UPDATE CURRENT POSITION**. **SAVE NEW POSITION** saves the modifications as a new file name. **UPDATE CURRENT POSITION** saves the modifications and overwrites the existing file. If you do not agree, go make adjustments to the percentages of time and click **CLASSIFY** again. If you want to cancel the action and return to the Classification Main Menu, click on **CANCEL**. **NOTE:** Your position file will not be saved if you **CANCEL**.
16. The information for the position you just classified will appear. Click the links on the left side menu to access other elements associated with this position. For example, to view the position description, click **POSITION DESCRIPTION**.
17. To revise the *verbiage of existing duties* in your PD (or in any document), click on the name of the document from the left menu. Click **EDIT DOCUMENT** at the bottom of your screen. Click in the text box for the verbiage that you want to edit. Make your edits (additions or deletions of text). When you have made all edits, you **MUST** click **SAVE** at the bottom of the screen. Your screen will return to the full screen view of the document.
18. To return to the **POSITION INFORMATION** screen for the entire career ladder or to access documents from another grade in the ladder, click **VIEW CAREER LADDER** from the left hand side menu.

## TO BUILD A TEAM LEAD POSITION

1. Click **CREATE A SPECIALIZED POSITION** from the Classification Menu. Select **I WANT TO CREATE A TEAM LEAD POSITION** and then Click **CONTINUE**.
2. Choose a Job Category or enter a specific series (max. of five). If you are starting with a broad job category and are not searching by series, you can further refine the number of duty areas from which you will be choosing by clicking **I WANT TO USE JOB TITLES IN MY SEARCH**. *This is an optional but useful step.* In lieu of searching by Job Category, you may search by occupational series. To do this, type in the series in the box provided.
3. Click on a **PAY PLAN** and then hold down the “Ctrl” button and select **all grades** you want included in the search for duties. The grade(s) selected should be the **grade(s)**



**of the duties** that the individual will lead. It is not the overall grade of the position that you are building. *For supervisory positions, the grade(s) should be the grade(s) of the non-supervisory duties that the individual will perform.*

4. Click **SEARCH FOR DUTIES**. Check all the duties that you want to view and then click **DISPLAY DUTIES IN SELECTED MDAS**.
5. Select all duties that you wish to include in the PD and then click **ADD DUTIES TO POSITION**. Note: Text in ***black bold italics*** is grade controlling and cannot be edited once the PD is built. All other text in the duty can be edited once the PD is built.
6. Make sure all duties you wish to include are listed on the screen. NOTE: Your selections will no longer have check marks in front of them. *If all duties are included*, click **CLASSIFY THIS POSITION**. *If not*, click **REMOVE SELECTED DUTIES or SEARCH FOR ADDITIONAL DUTIES** to modify.
7. Enter the approximate percent of time that will be spent in each duty area. **NOTE:** You do not have to allot 100% of time.
8. Click **CLASSIFY**. Your screen will “flash” then regenerate with all information entered for the position. If you have created a position that could be described by more than one series or title, a pop-up dialogue box will appear listing options for the position title. Choose the desired option and click **SELECT**.
9. If you agree with the resulting classification at the bottom of the screen, click **SAVE POSITION**. If you do not agree, go back to Steps 8 and 9 and make adjustments. If you want to cancel the action and return to the **CLASSIFICATION MAIN MENU**, click on **CANCEL**. Note: Your position file will not be saved if you **CANCEL**.
10. Enter a file name. This will be the name you search for in the future, whenever you wish to pull up *any* document associated with this PD.
11. Click **SAVE POSITION FILE**. A screen will appear to verify that your document package has been created.
12. The information for the position you just classified will appear. Click the links on the left side menu to access other elements associated with this position. For example, to view the position description, click **POSITION DESCRIPTION**.
13. To add/remove duties or revise the percentages of time in your PD click **MODIFY POSITION** at the top of the screen. This will return you to your list of major duties.
14. To revise the *verbiage of existing duties* in your PD (or in any document), click on the name of the document from the left menu. Click **EDIT DOCUMENT** at the bottom of your screen. Click in the text box for the verbiage that you want to edit. Make your edits (additions or deletions of text). When you have made all edits, you **MUST** click

**SAVE** at the bottom of the screen. Your screen will return to the full screen view of the document.

## TO BUILD A SUPERVISORY-LEVEL PD

1. Click **CREATE A SPECIALIZED POSITION** from the Classification Menu. Select **I WANT TO CREATE A SUPERVISORY POSITION AND THEN CLICK CONTINUE**.
2. Choose the base level of work supervised, the pay schedule (GS or WG), and click **CONTINUE**.
3. Select the reporting level of the supervisor, and click **CONTINUE**.
4. Select the proposed grade (this may only be one choice) for the position and whether or not the position will be 100% supervisory, then click **CONTINUE**. If you selected 100% supervisory, go to step 5. If you selected non-supervisory duties for the position, go to step 6 below.
5. If you selected 100% supervisory, then select the pay plan, series, and title for the position. The word “Supervisory” will automatically be inserted as the first word in the title. For example, if you want the title to be “Supervisory Contract Specialist”, type in “Contract Specialist” in the block for title. Then click on **CONTINUE**. To complete the process, refer to steps 11 through 14 in “**TO BUILD A TEAM LEAD POSITION**” from the previous section above.
6. If you selected “I want to add non-supervisory duties to the job”, refer to steps 2 through 14 in “**TO BUILD A TEAM LEAD POSITION**” from the previous section above.

*Note: In building the Supervisory PD, a major duty area will appear that addresses supervisory responsibilities. A series and grade will be assigned to this duty. This is in contrast to the “leader” duty in the leader position for which a series and grade is not assigned.*

## TO CREATE AN INTERDISCIPLINARY POSITION

1. Select **CREATE A SPECIALIZED POSITION** from the Classification Menu. Select **I WANT TO CREATE AN INTERDISCIPLINARY POSITION** and then click **CONTINUE**.
2. Enter the applicable occupational series and grade level and then click **CONTINUE**.
3. Check all the duties that you want to view and then click **DISPLAY DUTIES IN SELECTED MDAS**.